

Open Hand Atlanta Job Posting



Job Title: Kitchen Cook

Department/Group: Culinary

Reporting Relationship: Kitchen Production Manager

Job Category: Non-Exempt

Salary: From \$15.00 per hour

Location: Primary residence must be in the state of Georgia

Job Summary

The Cook is expected to direct and participate in all aspects of the food preparation process as required and comply with Open Hand's food safety, quality, sanitation, and HACCP plan, as well as Open Hand employee manual.

Supervisory Responsibilities

None

Duties/ Responsibilities

- Large Batch Cooking to include putting together recipes
 - Ensures all food is cooked to the proper ServSafe temperature guidelines and is not over or undercooked
 - Executes exact measurements specified by recipe/build sheets when preparing, portioning and packing/presenting food
 - Notifies Supervisor of any and all discrepancies with any recipe, stocked item, or conversion as soon as discrepancy arises
 - Records production and operational data on specified forms including prep specs and temperature logs.
 - Checks the quality of raw and cooked food products to ensure that standards are met.
 - Tastes food to determine that it is cooked properly and according to the recipe.
 - Communicates respectfully with supervisors, peers, and subordinates.
 - Responsible for maintaining a safe and clean work area at all times and to notify supervisor immediately of any unsanitary or unsafe conditions
 - Assists with creation and testing of new recipes
 - Responsible for consolidating all food products as needed on speed racks and food storage containers to specifically use as little space as possible.
 - Responsible for working scheduled hours and to be on time for all shifts
 - Maintains a professional appearance and wears appropriate uniform at all times
 - Files all paperwork as required in a timely manner to the appropriate staff
 - Complete a minimum of 4 hours of culinary or job-related continuous education (CE) each year.
- Verification and Documentation
- Inputs all metric data into database as assigned; participates in making inferences from metric data.
 - Takes ownership of all food safety, quality, and inventory related documentation.
 - Responds to all food safety and quality audit needs as required by the program.
 - Serves as verifier for all required documentation each shift as assigned by the Culinary Manager.
 - Participates in validation processes for food safety and quality directives.
- Standards of Work
- Prepares and cooks food to the quality and efficiency standards as set forth by Open Hand.
 - Always follows all written recipes accurately.
 - Ensures all cooking documentation assigned is filled out for each recipe in a timely manner. This includes all food safety and quality documentation that must be completed at certain times.
- Sanitation
- Ensures workspace is clean and always uncluttered.
 - Completes all sanitation functions as assigned by the Senior Cooks and Culinary Manager
 - Participates in all needed sanitation and cleaning activities within the culinary area.

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- Ensures the sanitation log is signed as assigned.

Required Skills/Abilities

- Ability to cook food in large batches
- Ability to follow recipes, including measuring, weighing and mixing ingredients
- Knowledge of proper food handling, sanitation and safety protocols
- Knowledge of HACCP protocols

Education/Experience

- High School or equivalent
- At least one year of large batch cooking experience
- ServSafe certification is required.
- HACCP certification is a plus.

Physical Requirements

Employee must be able to lift at least 30 pounds repeatedly and to stand for long periods of time. The job requires repetitive and continuous intensive physical labor, INCLUDING FREQUENT TURNING, TWISTING, BENDING OVER, STANDING AND WALKING.

Drug Free Workplace

Open Hand is a drug free and substance abuse free work environment. Random drug testing may be conducted by an external, neutral tester on all employees. Any perceived use of drugs or reporting to work under the influence of alcohol may be grounds for immediate dismissal.

Equal Opportunity

Open Hand is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. Open Hand complies with the law regarding reasonable accommodations for handicapped and disabled employees.

How to Apply

External Candidates

- Email resume or completed job application to hr@openhandatlanta.org
- Include the job title in the email subject line

Current Employees – Complete Internal Candidate Application and return to Human Resources